



SOUTHERN RAILWAY

No.P(S)535/III/32/Vol.3

Headquarters Office,
Personnel Branch,
Chennai - 3
Dated: 06 /12/2022

**PCCM, CCM/PS, CCM/PM, CCM/FM, CCO, SDGM
DRM/P/MAS, TPJ, MDU< TVC, PGT, SA
CAO/CN/MS, CPD/RE/MS, CPD/MTP/MS
Chairman/RRB/MAS, TVC, Chairman/RCT/MAS & ERS**

NOTIFICATION

Sub : Notification to fill up FOUR vacancies of Instructor/Commercial at MDZTI/TPJ (ex-cadre) (Tenure) in PML – 6 (GP Rs.4200)

It is proposed to conduct a selection for filling up **FOUR** vacancies of Instructor/Commercial (ex-cadre) in PML 6 @ MDZTI/TPJ by calling volunteers from eligible employees working in Commercial Department in PML 6 (excluding Ministerial staff)

1) Eligibility Criteria

Employees / Volunteers called from	Commercial Department Staff (excluding Ministerial) working in PML 6 on regular measure.
Age limit	Upper Age limit as on the date of notification is 55 years.
Conditions for applications	Employees already working in another ex-cadre post need not apply. It should be ensured that while forwarding the application of volunteers, necessary conditions as indicated in PBC Nos. 169/2001 & 72/2005 are strictly complied.
Tenure	Five years

2) Selection procedure

- i) 100% objective type Written examination with negative marking followed by Class Room Lecture Trial in respect of qualified candidates in the written examination
- ii) In terms of PBC No.263/2018 and 46/2019, the Written examination shall comprise of 100 Objective type multiple choice questions.
- iii) Questions on Official Language Policy and marks therefor will be regulated in terms of Para 204.3 of IREM Vol.I and Para 6 of PBC No.46/2019.
- iv) In terms of PBC No.264/2019, there shall be negative marking @ 1/3rd mark reduced for every wrong answer.
- v) Selection will be based on merit as per the instructions contained in RBE No.4/2020 read with RBE No.39/2020.

3) General Instructions

- i) Applications should be submitted through online mode only from 20.12.2022 to 05.01.2023 in Personnel Branch notification website at <https://nofications.srhqpb.in> duly adhering to the procedures and instructions envisaged in PBC No.150/2022 dated 30.08.2022.
- ii) The link for the notification along with instructions/application form will be made available from 20.12.2022 in the Personnel Branch notification website at <https://nofications.srhqpb.in> and also in the Railnet website of Southern Railway.
- iii) The employees willing to apply for the above selection have to submit their applications through the above mentioned website in online mode only. Applications received from any other mode will be summarily rejected.
- iv) The employees should upload the requisite documents in the above mentioned website in PDF format as a single file only.
- v) The list of supporting document as detailed below should be kept in PDF format (to be attached along with the application) as the case may be
 - a) Community Certificate in the case of reserved community employees.
 - b) Certificate in support of Educational Qualification other than Qualification mentioned in Service Register.
 - c) Other relevant documents sought in the notification.
- vi) After the closing date of the application, the Cadre Dealer/Personnel Officer should login and download the applicant details in Excel Format.
- vii) The respective cadre dealer/controlling Personnel Officer should verify the correctness of the particulars of each applicant in the downloaded excel file with the Service Register and other available relevant records. After due verification, each applicant has to be certified in the excel file in remarks column without fail. The same has to be uploaded in the website along with the covering letter. A copy of the same should also be



forwarded in e-office to the undersigned as e-receipt on or before 17.00 hrs. of 06.01.2023.

- viii) If there are no volunteers for the proposed selection, then the Cadre controlling officer/Personnel Officer concerned shall send a NIL report on or before 06.01.2023 through e-office certainly to avoid delay in processing of the selection.
- ix) Wide publicity of this notification may be given by exhibiting in the Office/Station Notice Boards for information of all staff concerned.
- x) For any inquires, the applicants may contact the Railway Phone number for support - Ch.S&W/T,M&E/HQ- 9003160626 and Ch.OS/Comml - 23538

Encl : Syllabus


(S. K. Indusekar)
Asst. Personnel Officer/T, M&E
for Principal Chief Personnel Officer

Copy to : PCPO, CPO/Admn for kind information.
Sr.DCM/MAS, TPJ, MDU, TVC, PGT, SA
Principal/MDZTI/TPJ, DGM/OL/HQrs, ACM/Claims/TPJ
General Secretary/SRMU
General Secretary/NFIR
General Secretary/AISCSTREA
General Secretary/AIOBC Assn
Notice Board
CS&W/Computer Section for uploading the notification on the Railnet

SYLLABUS

SYLLABUS FOR WRITTEN EXAMINATION FOR SELECTION TO THE POST OF INSTRUCTOR/ COMMERCIAL / MDZTI / TPJ

S. No.	Subject/Topic
COMMERCIAL - COACHING	
1	Functions of Commercial Department
2	Books of Reference
3	Complaints Reasons & Redressal complaints and Suggestion Book/Various modes of complaint
4	Public Relation – Objective Functions and Committees
5	Duties of Commercial Department at Accident Site
6	Customer Care and Customer Satisfaction
7	Courtesy
8	Passenger Amenities/Citizen Charter
9	Waiting Room / BOC / First-Aid / Licensed Porter / Retiring Room / Theft in Train / Wheel Chair
10	Divyangjan
11	IRCTC/IRCA
12	RTI – 2005 / CPA
13	Minimum Fare / Combined Fare/ Inflated Distance / Rounding off the fare / Telescopic Fare
14	Ticket – Definition
15	Types of Tickets
16	Break Journey Rules
17	Guard Certificate
18	UTS / ATVM / CO-TVM / JTBS / Mobile / Ticketing / STBA / YTSK
19	Facilities given to Lady passengers
20	Facilities given to Foreign Tourists
21	General Rules – Concessions
22	Types of Concessions
23	General Rules / Reservation from Train Departing Station and Intermediate Station / Reservation against Cancellation (RAC)
24	Computer Reservation System / Particulars printed on Computerised Ticket / Rules for Change in Reservation
25	Rules for Change in Reservation or Railway Privilege Pass, E-Pass
26	Group Reservation / Tatkal Seva / Premium Tatkal
27	Rajdhani Express / Duronto / Shatabdi Express / Garibrath / Humsafar / Tejas / Uday Train / Yuwa Train/ Deen Dayalu Coaches / Suvidha Train / Antodya
28	I-ticketing / E-ticketing System / Flexi Fare / IVRS / POET / NTES / ITES / Coach/Special Train Reservation / CCRS / EDR / TSBE
29	Refund on Fare
30	Objectives of Ticket-Checking / Types of Checks
31	Private Cash / Disposal of Collected Tickets / TDR
32	Duties of Ticket Collector / Duties of Travelling Ticket Examiner
33	Alarm Setting / Causes of Irregular Travel and its Prevention

34	Cash Remittance by TTE / Handing over Memo / MP Travel Detail / TCR / TC Return / Loss of EFR
35	Irregular Travel / Excess Fare and Excess Charge
36	Ticket Checking Stations / Types of Irregular Travel
37	General Rules / Free Allowance / Maximum Dimension of Luggage / Articles not accepted as Luggage / Articles carried Free
38	Booking of Bulky Articles / Booking of Television / Invalid Chairs / Comfortable Cot / ETC / Musical Instruments / Tricycle
39	Booking of Vehicles / Booking of Livestock / Luggage Summary
40	Booking of Dog / Booking of Small Birds/Animals
41	Booking of Live Poultry / Booking of Chicks
42	Booking of Sheep / Goats / Pigs and Calves
43	Parcel Scales
44	Maximum Weights and Dimension for Acceptance and Parcels
45	Booking of Bulky Articles / Articles not accepted / Parcel Way Bill
46	Procedure for Parcel Booking / Forwarding Note / Articles carried Free / MIS Declaration of Parcels
47	Booking of Corpses / Human Skeleton parts of Human Body / Human Ashes
48	Booking of Motorcars
49	Booking of Treasury
50	Parcel Summary
51	Loading / Unloading of Parcels
52	Punitive charges on overloading in Coaching Vehicles
53	Percentage charges on Excess Value
54	Delivery of Parcels / Memo Delivery / Open and Assessment Delivery / Partial Delivery / Value Payable System
55	Indemnity Bonds
56	Wharfage Charges / General Rules
57	Free Time
58	Rules of Wharfage Charges / Rates of Wharfage Charges on Motorcycles and Scooter / Birds and Animals / Wharfage Charges on Delayed Consignments
59	Demurrage Charge
60	General Rules
61	Free Time
62	Important Sections of Railways Act, 1989 / Cognisable and non-cognisable sections
63	Fire-fighting and First-Aid
64	Disaster Management and Golden Hour
65	Liabilities of Railway on Death and Injury to Passengers / Ex gratia payment
66	Military Traffic
67	Military Concession Voucher Forms
68	Military Certificate Forms
69	Traffic Accounts
70	Ticket Indents / Preparation and Types
71	Daily Trains Cash Book
72	Passenger Classifications
73	Station Balance Sheets
74	Parcel Cash Book

75	Particulars / Description of Coaching Traffic
76	Non-fare Revenue
77	Sundry Revenue-Parking, Catering, ATM, Pay & Use Toilets
78	Hand-held Terminal
79	TTE Lobby Office
80	Inspections
COMMERCIAL - GOODS	
1	Destinations
2	Weighment of Goods
3	Rating of Goods Traffic
4	Siding
5	Band
6	Restrictions
7	Busy Season Lean Season
8	Surcharges
9	Electronic Transmission of Railway Receipt
10	Booking of Goods
11	Wagon Registration Fees – WRF
12	E-RD:- Electronical Registration for Demand of Wagon
13	Premium Indent
14	Money Receipt (MR)
15	Preferential Traffic Order (PTO)
16	Change in Registered Indents / Supply of Wagons Allotment of Wagons
17	Acceptance and Examination of Goods
18	Misdeclaration of Goods
19	Packing / Labelling and Marking (PLM)
20	Sender's Weight Accepted (SWA)
21	Weighment on Weighing Machine Enroute
22	Electronic In-Motion-Way-Bridge
23	Routing of Goods Traffic, RBS
24	Unclassified Goods
25	Train Load Consignment & General Rules
26	Issue of Invoice Number in Goods Traffic
27	Booking of Livestock
28	Contraband Goods and Intoxicating Goods Contraband Goods
29	Booking of Dangerous and Explosive Goods
30	Booking of Railway Material Consignment (RMC)
31	Offensive Goods
32	Military Traffic
33	Loading of Goods
34	Loading Precautions
35	Rivetting Locking Sealing
36	Unloading of Goods
37	Damages and Deficiency Post Card (PPDD)
38	Damage and Deficiency Message (DD Message)
39	Delivery of Goods
40	Delivery Book

41	Partial Delivery
42	Open Delivery and Assessment Delivery
43	Open Delivery.
44	Assessment Delivery
45	Memo Delivery
46	Demurrage Charges
47	General Rules
48	Wharfage Charges
49	General Rules
50	Station Groups
51	Free Time
52	Wharfage Rate
53	Crane Charges
54	Crane Haulage Charges
55	Excess Unconnected and Unclaimed Goods Public Auction
56	Punitive Charge for Loading Excess Goods
57	Unconnected Goods
58	Reasons for Goods being Unconnected
59	Disposal of Unconnected Goods
60	Parcel Consignment
61	Unclaimed Goods
62	Public Auction
63	Miscellaneous – Weekly Inventory
64	Modes of Payment
65	Weight Only System
66	E-Payment, POS
67	Responsibility of Railways as Common Carrier and Bailee
68	Claims and Claims Prevention
69	Claims Preventive Measures
70	Departments Involved in Elimination of Claims and their Role
71	Monetary Powers for Settlement of Claims
72	Procedure for Settlement of Minor Claims
73	Settlement Report of Minor Claims
74	Not Received Cell (NR Cell)
75	Dis-report / Railway Claims Tribunal (RCT)
76	Marketing and Sales Organisation
77	Steps taken in the field of Marketing
78	Freight Marketing Schemes
79	Liberalised Automatic Freight Rebate Scheme
80	Incentive Scheme for Freight Forwarders
81	Incentive Scheme for Loading Bagged Consignments in Open and Flat Wagons
82	Transportation Product
83	Engine on Load Scheme (EOL)
84	Freight Operation Information System
85	Public Private Partnership (PPP)
86	Private Freight Terminal
87	Rail Side Warehousing Scheme
88	Terminal Development Scheme
89	Special Freight Train Operation Scheme (SFTO)

90	Automobile Freight Train Operation Scheme (AFTO)
91	Policy on Development of Automobile and Ancillary Hub
92	Booking of Automobile Traffic Carried in NMG BCACM & BCCNR Wagons
93	Dedicated Freight Corridor
94	Liberalised Wagons Investment Scheme (LWIS)
95	Wagon Leasing Scheme (WLS)
96	Merry-Go-Round System (MGR)
97	Roll On Roll Off Scheme (RORO)
98	Container Service
99	Container Corporation of India Limited (CONCOR)
100	Container Rail Terminal (CRT)
101	Policy on Private Siding
102	Parcel Management System
103	Comprehensive Parcel Leasing Policy
104	Passenger Profile Management System
105	Traffic Accounts – Goods Traffic
106	Goods Cash Book
107	Goods Delivery Book
108	Machine Prepared Abstract
109	Station Outstanding & its Clearances
110	Under-charges and Over-charges
111	Goods Balance Sheet, E-Balance Sheet

OTHERS

Official Language Policy

Role of "Dealers" of Divisional/Unit level

- The "Online application" portal has the facility to verify, reject, approve and forward the applications to HQ by processing it at 3 levels "Dealing Clerk (DC1) Ch.OS/OS (DC2) – Cadre Officer (DA)" in the concerned Division/Unit.
- The unit level dealers after closing date of the notification has to download the details of all applicants irrespective of the status of application in Excel format after they login into the Portal with the username & password already provided and duly selecting the respective notification from their "Dash Board".
- The downloaded excel file also has to be verified for correctness with Service Register and other relevant records, corrections, if any, has to be carried out duly indicating the same in the remarks column without fail.
- The updated excel file has to be uploaded in the portal along with the covering letter before the due date specified for the notification.

Role of "Dealers" in HQ

- Dealers in HQ has to liaison with the dealers at unit level as mentioned above to see that eligible applications has been forwarded online to HQ for further processing at HQ.
- The dealers in HQ have the facility to verify, reject, and approve the applications at HQ received from the units by processing it at 3 levels "HQ Dealing Clerk (HC1) - HQ Ch.OS /OS (HC2) – HQ Cadre Officer (HA).
- Dealers can download the excel file/covering letter, using the option available in the Report by clicking on "Download" option against respective unit if the same has been uploaded by the Division/Units in the portal.